



DoD Office of Small Business Programs

Indian Incentive Program



Indian Incentive Program Briefing

DoD Office of Small Business
Programs



THE INDIAN INCENTIVE PROGRAM PROCESS

1. Prime Contractor verifies that contract includes **DFARS 252.226-7001** clause.
2. Prime Contractor identifies an Indian-Owned/Native Hawaiian firm as a subcontractor/supplier, in accordance with contract clause.
3. Prime Contractor and Indian-Owned/Native Hawaiian firm mutually communicate to each other that they understand the requirements of the Indian Incentive Program.
4. Prime Contractor completes a Statement Of Work (SOW) outlining expectations between the Prime Contractor and the Sub-contractor (Indian-Owned/Native Hawaiian Firm) and when they are to submit invoices.



THE INDIAN INCENTIVE PROGRAM PROCESS

5. Indian-Owned/Native Hawaiian Firm submits all paid invoices covering specified period.
 6. Indian-Owned/Native Hawaiian Firm submits all certification documents to prime contractor:
 - ✓ Proof of tribal enrollment (BIA tribal card, Certificate Degree of Indian Blood (CDIB) or Hawaiian birth records) and proof of 51% ownership.
- OR--
- ✓ Indian Owned Firm may complete and sign the self-certification form found on the DoD Indian Incentive Program (IIP) website.



THE INDIAN INCENTIVE PROGRAM PROCESS

7. Prime Contractor prepares and submits rebate request package to the Contracting Officer:

Rebate request package must include:

- ✓ Cover Letter (Latest version of template available on DoD IIP website)
 - Includes text stating that the contractor is an eligible participant in the Indian Incentive Program (DFARS 252.226-7001 clause included in contract)
- ✓ All paid invoices covering specified period
- ✓ Invoice summary sheet that lists each invoice and amount, the cumulative total of the invoice, and the 5% rebate calculation.
- ✓ Tribal and ownership certification documents.



THE INDIAN INCENTIVE PROGRAM PROCESS

8. DoD Contracting Officer

- ✓ Collects and reviews documents from the Prime contractor
- ✓ Verifies that the Indian-Owned/Native Hawaiian firm is an eligible participant in the program
- ✓ Verifies that the Indian-Owned/Native Hawaiian firm has performed the work or manufactured the products stated in the invoices
- ✓ Verifies contract is active
- ✓ Verifies calculations
- ✓ Validates invoices and 5% rebate amount



THE INDIAN INCENTIVE PROGRAM PROCESS

9. Contracting Officers prepares and submits rebate request package to the DoD OSBP.

Rebate request package must include:

- ✓ Cover letter from contracting officer (Latest version of template posted on DoD IIP Website)
 - ✓ Cover letter from Prime Contractor
 - ✓ Summary Invoice Sheet from Prime contractor
 - ✓ Subcontractor proof of being an Indian-Owned/Native Hawaiian Firm.
10. DoD OSBP receives rebate request package from contracting officer and processes the rebate request when funding is available.



Information is available on the DoD IIP website

<http://www.acq.osd.mil/osbp/programs/iip>

Or

For additional questions about the Indian Incentive Program, please contact our organization via

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